

# GEORGIA STATE SENATE PRESS OFFICE

## *Broadcast Associate Job Description*



The Senate Press Office is the official press and media relations office for the Georgia Senate. The Press Office is a bi-partisan office and is responsible for writing and sending out press releases, media advisories, columns and opinion pieces for each of the 56 Senators at their request as well as setting up press conferences. This office does not produce campaign-related materials, write campaign speeches, or participate in other campaign-related or partisan activities beyond the scope of the day to day duties.

The Georgia State Senate Press Office is currently looking to fill one, full-time Broadcast Associate position. Responsibilities of the Broadcast Associate include:

- Assist the Broadcast Specialist with all Senate broadcasting and digital media activities.
- Assist the Broadcast Specialist with livestreaming legislative days in the Senate Chamber, Senate Committee meetings, Press Conferences, and other projects as assigned.
- Shoot, edit and produce videos for all 56 Senators and the Lt. Governor.
- Handle all incoming requests for video from Senators and staff using primarily Dropbox for delivery. These requests typically include cutting video from the Senate floor or committee meetings.
- Maintain all equipment and functionality of Senate Press Office production spaces.
- Press Conference Coordination - prepare audio equipment, seating arrangements, podium, microphone positioning, etc.
- Troubleshoot audio/video in production spaces and in committee rooms.
- Utilize Adobe Photoshop to create informative graphics for live productions.
- Use Adobe Premier as primary editing platform.
- Develop relationships with statewide and local media

### **Desired Background:**

Four-year degree from an accredited college or university in broadcast journalism, communications, public relations, video production, or related field. Candidates must have strong video editing and production skills and knowledge of communication strategy. Knowledge or experience using Blackmagic workflows, Sony Anycast livestream platforms (or similar) is desired, but not required. Please send resumes, and three (3) samples of video production work to

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